

COMPETITIVE EVENTS GUIDELINES



ACCOUNTING PRINCIPLES

Knowledge of accounting principles is essential in preparing for careers in business. This event provides recognition for PBL members who have an understanding of the basic principles of accounting and who give evidence of their knowledge in solving practical accounting problems.

COMPETENCIES

The written objective test will include problems covering the basic principles of financial accounting. The questions may pertain to basic concepts; principles and terminology; measurement, valuation, realization, and presentation of assets; financial statements; accounts payable and receivable; ownership structure; worksheet; and professional standards and ethics.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not have had more than two semesters or four quarters of accounting instruction, with no intermediate accounting classes or advanced accounting classes.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers. Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

***Note Event Eligibility Requirements**

ACCOUNTING FOR PROFESSIONALS

Knowledge of accounting, tax, and auditing principles is essential to a successful career in the accounting profession. These concepts are also useful in business careers outside the accounting profession. This event provides recognition for PBL members who demonstrate a comprehensive understanding of accounting, tax, and auditing principles.

COMPETENCIES

The written objective test will include problems on various areas of financial accounting and federal income tax, as well as basic auditing principles and concepts. The questions may pertain to audit controls, evidence, procedures, and reporting; measurement, valuation, realization/recognition; taxation; measurement and presentation of income and expense items; presentation of assets and liabilities; professional standards and ethics; cost accounting; accounting concepts, principles, and terminology; financial statements and worksheets; not-for-profit and governmental accounting; and ownership structure and valuation of equity accounts.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers. Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for PBL members who demonstrate competencies in writing, speaking, and listening concepts.

COMPETENCIES

This event is composed of two (2) parts: a written objective test and a writing exercise. The written objective test that may include questions on mechanics of appropriate business English; acceptable writing mechanics and format of business letters and report writing; and listening, oral and nonverbal concepts.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Each participant must complete a writing exercise in their home school prior to the State Leadership Conference. No reference materials may be used. Thirty (30) minutes will be allowed for this portion of the event.

JUDGING

- The written objective test, worth 100 points, will be machine graded.
- The writing exercise, worth 100 points, will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

BUSINESS COMMUNICATION

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Position is clearly stated and consistently maintained. Clear reference(s) to the issue(s) are stated.	0	1-7	8-15	16-20	
Information provided clearly supports the position; evidence is sufficient.	0	1-7	8-15	16-20	
Organization and structure of the exercise is clearly developed.	0	1-7	8-15	16-20	
Tone is consistent and enhances persuasiveness or is convincing.	0	1-7	8-15	16-20	
ORGANIZATION					
Sentence structure is correct.	0	1-3	4-7	8-10	
Punctuation, spelling, and capitalization are correct.	0	1-3	4-7	8-10	
TOTAL WRITING SAMPLE POINTS					/100 max.
TOTAL WRITTEN TEST SCORE					/100 max.
FINAL SCORE					/200 max.

Name _____

School _____

Judge's Signature _____

Judge's Comments:

BUSINESS DECISION MAKING

This event recognizes PBL members who develop competency in management, decision-making, and leadership quality, and who demonstrate knowledge of these key principles. This event is based on team rather than individual competition. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.

COMPETENCIES

This event is composed of two (2) parts: a written objective test and a decision-making problem (case study) with the decision presented and defended before a panel of judges.

Objective Test

The written objective test may include questions on the principles of business ownership and management, business plans, ethics and social responsibilities, financial management, government regulations, human resource management, legal issues, marketing management, and taxation.

Case Study

The case study will consist of a problem encountered by management in one or more of the following areas: business planning, organizational design, economic environment, short-term and long-range planning, personnel management, financial management, and marketing management. All the questions raised in the case must be addressed during the oral presentation.

ELIGIBILITY

- Each local chapter may enter one (1) team that must be comprised of three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, one (1) team member may have entered this event at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

Objective Test

- A one-hour (1) written objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils and erasers.
- All teams will be scheduled for a performance test.

Case Study Problem

- Twenty-five (25) minutes before performance, each team will receive an envelope containing three (3) copies of the case study.
- Two (2) 4" x 6" index cards will be provided to each participant and may be used during the preparation and performance of the oral segment of the event. Information may be written on both sides of the note cards.
- No reference materials or visual aids may be brought to or used during the preparation or performance.
- The team has fifteen (15) minutes to present the case.

- One member should introduce the team and describe or summarize the case study. All team members must participate in the presentation. The team members will be allowed to use their note cards to explain their decisions and rationale to the judges.
- A timekeeper will stand at fourteen (14) minutes. When the team is finished, the time used will be recorded, noting a deduction of five (5) points for presentations over fifteen (15) minutes. A maximum of five (5) additional minutes will be allowed for questions from the judges. Participants should be prepared to defend their decisions and respond to questions of the judges.
- Performances are open to conference attendees, except performing participants of this event.

JUDGING

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

BUSINESS DECISION MAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Problem is understood and well defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Demonstration of ability to effectively answer questions.	0	1-3	4-7	8-10	
EXPLANATION OF THE CASE					
Thoughts and statements are well-organized and clearly stated; appropriate business language is used	0	1-5	6-10	11-15	
Team members are forceful, show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-2	3-4	5	
PRESENTATION SCORE					/100 max
PENALTY POINTS Deduct five (5) points for presentations over fifteen (15) minutes.					
FINAL SCORE					/100 max
WRITTEN TEST SCORE. To be used only in the event of a tie.					

Name(s) _____

School _____

Judge's Signature _____

Judge's Comments:

BUSINESS ETHICS (NEW)

Ethical decision-making is essential in the business world and the workplace. Often, employees must make decisions that are not just about what is right or wrong, but rather clarifying vague choices. This event requires students to organize adequately and deliver a presentation effectively as a team. They should demonstrate critical thinking skills through the careful analysis of the various ethical dimensions that are present in their case study. The case studies are based on real-life situations.

COMPETENCIES/2006 NATIONAL AND STATE LEADERSHIP CASE STUDY

The content of the presentation must include good oral communication skills, group collaboration, and critical thinking and analysis. In addition, students will thoroughly research and present their findings.

The 2006 Case Study topic is "Information Technology" and must identify ethical dilemmas from a business perspective. Students may choose any case related to this topic and the presentation must include one or more of the following aspects:

- The relationship between the employee and the employer
- The relationship between the business and the customer
- The relationship between the business and the economy

Participants are expected to research the case prior to the conference and be prepared to present their findings and solutions at the NLC. Participants will be expected to answer judges' questions on their presentations.

ELIGIBILITY

- Each local chapter may enter one (1) team comprised of two (2) or three (3) members.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However one (1) team member may have entered this event at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

- Each presentation may last no more than twelve (12) minutes. Following each oral presentation, the judges may conduct a five (5) minute question-and-answer period.
- One member should introduce the team and describe the ethical situation. All team members must participate in the presentation.
- A timekeeper will stand at eleven (11) minutes. When each team has finished, the time used will be recorded. A five (5) point deduction will be made for presentations over twelve (12) minutes.
- A maximum of five (5) additional minutes will be allowed for questions from the judges. Team members should be prepared to respond to questions from the judges.
- Each team's presentation must be the result of their own independent work. Facts and working data may be secured from any source. The student members, not advisers, must prepare presentations. All members must participate in the advance research of the topic and in the actual presentations.
- Each team must bring three (3) copies of a written synopsis on the case selected, no longer than 500 words.
- Teams will be permitted to bring prepared notes on note cards to the presentation area.

- Books, other bound materials, and props will not be allowed.
- Equipment may not be used.
- A lectern will be available. No microphone will be used.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

BUSINESS ETHICS (NEW)

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT AND RECOMMENDATION					
Situation is understood and effectively defined	0	1-5	6-10	11-15	
Ethical dimensions of the problem are clearly defined	0	1-3	4-7	8-10	
Team's position is clearly stated	0	1-3	4-7	8-10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Questions answered completely and effectively	0	1-3	4-7	8-10	
Written Case Synopsis	0	1-2	3-4	5	
DELIVERY OF PRESENTATION					
Thoughts and statements are well organized and clearly stated	0	1-5	6-10	11-15	
Team members demonstrate self-confidence, poise and good voice projection	0	1-3	4-7	8-10	
All team members actively participate in the presentation	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max
TIME PENALTY Deduct five (5) points for presentations over twelve (12) minutes. Time:					
FINAL SCORE					/100 max

Name(s) _____

School _____

Judge's Signature _____

Judge's Comments:

BUSINESS LAW

This event provides recognition for PBL members who possess familiarity with those specific legal areas that most commonly affect personal and business relationships.

COMPETENCIES

The written objective test may consist of both objective questions and case problems. Questions may address commonly recognized areas of business law including contracts and negotiable instruments, sales, business organization, agency, bailment, bankruptcy, consumer protection and product liability, insurance, trade regulations, torts, and wills and decedents estates.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

BUSINESS PLAN

Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. This event recognizes PBL members who demonstrate an understanding and mastery of the process required in developing and implementing a new business venture.

REPORT CONTENT

An effective business plan should include the following information:

- **Executive Summary.** Provides a brief synopsis of the key points and strengths included in the plan. Convinces the reader to read the rest of the report.
- **Company Description.** Includes the basic details of the business. Provides an overview of the business, its location, and its legal structure and organization.
- **Industry Analysis.** Provides an analysis of the larger industry to which the business will belong. Analyzes key trends and players in the industry. Demonstrates an understanding and awareness of external business conditions.
- **Target Market.** Provides a brief overview of the nature and accessibility of the target market.
- **Competitive Analysis.** Includes an honest and complete analysis of the business' competition. Demonstrates an understanding of the business' relative strengths and weaknesses.
- **Marketing Plan and Sales Strategy.** Demonstrates how the business' product or service will be marketed and sold. Includes both strategic and tactical elements of the marketing and sales approach.
- **Operations.** Provides an overview of the way the business will operate on a day-to-day basis. Includes production processes, physical facility reviews, utilization of technology, and processes followed to ensure delivery of products or services.
- **Management and Organization.** Describes the key participants in the new business venture. Identifies the human resources the business can draw upon either as part of the management team, employee pool, consultants, directors, or advisers and the role each will play in the business' development. Discusses compensation and incentives and details decision-making processes.
- **Long-Term Development.** Gives a clear vision for where the business will be in three, five, or more years. Demonstrates an honest and complete evaluation of the business' potential for success and failure. Identifies priorities for directing future business activities.
- **Financials.** Indicates the accounting methodology to be used by the business. Discusses any assumptions made in projecting future financial results. Presents projections honestly and conservatively.

In addition, many business plans include copies of key supporting documents (e.g. certifications, licenses, tax requirements, codes, etc.) in an appendix. Other examples of these types of documents might include letters of intent or advance contracts, product technical descriptions and/or illustrations, endorsements, etc.

ELIGIBILITY

- Each local chapter may enter one (1) team. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. In the case of a team project, one (1) member may have competed in this event at a previous National Leadership Conference.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.

REGULATIONS

1. Report formats must adhere to the following technical requirements:
 - Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
 - Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
 - Pages must be standard 8-1/2" x 11" paper.
 - Pages must not be laminated or bound in sheet protectors.
 - Reports may be single- or double-spaced.
 - Each side of the paper providing information is counted as a page.
 - Valuable items should not be included with the report. Copies should be sent rather than important original documents.
 - No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.
 - **All reports must be bound. Each chapter will provide its own front and back covers for this event.** Both front and back covers are required. Report covers must contain the following information:

Name of the School; State Chapter; Name of the Event; Year. Covers may contain other information and are not counted against the page limit.

- Report covers must be of a weight such as cover stock, index stock, or card stock. Covers should not be in plastic binders, laminated, or have a plastic sheet overlaying the printed cover. No items, such as decals or labels may be attached to the front cover. Cut out stock covers are allowed, but the page containing the cover information is counted in the page count.
 - Two- or three-ring hardback notebooks are not acceptable as report covers.
 - Report covers must not exceed 9-1/2" x 12".
2. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
 3. The oral presentation of finalist entries must be conducted by authors of the proposal only. In the case of a proposal submitted by multiple authors, at least one author must be present at the State Leadership Conference to conduct the presentation. No replacement or substitute presenters will be allowed.
 4. Visual aids and samples specifically related to the business plan may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience.
 5. Advisers may assist delegates during the designated "practice" times for this event. Advisers and members not part of the actual presentation team may not participate during the actual delivery of the presentation, including assisting with setup, distribution of handouts, operation of audio-visual equipment, etc.
 6. Proposals must describe **proposed** business ventures or a current business operation. The business venture must also be currently viable and realistic. The business described must not have been in operation for a period exceeding 12 months prior to the State Leadership Conference. Reports should not be submitted that evaluate ongoing business ventures.
 7. Entries must adhere to all of these regulations or they will be disqualified.
 8. Projects must arrive at the designated location on or before due date to be considered for competition.
 9. Projects received after due date will not be judged.
 10. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the national association.
 11. No audio or video recording devices allowed by individuals of the oral presentation.

PROCEDURES

Written Report

- Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation

- A maximum of three (3) members for each entry will give an oral presentation at the State Leadership Conference. A maximum time limit of five (5) minutes will be allowed to set up equipment and ten (10) minutes will be allowed for the oral presentation, which will describe the project and the results obtained. Visual aids may be used; however, all equipment for the presentation must be provided by the chapter.
- A timekeeper will stand at nine (9) minutes. When each chapter is finished, the timekeeper will record the time used, noting deductions of five (5) points for any presentation over ten (10) minutes.
- Following each oral presentation, the judges may conduct a five-minute (5) question-and-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

Reports will be screened to determine if projects have complied with event eligibility and regulations. A panel of judges will evaluate the written report. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects must be submitted by the date indicated to the ND PBL office.

BUSINESS PLAN

Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Executive Summary <ul style="list-style-type: none"> ▪ Convinces reader that business concept is sound and has a reasonable chance of success ▪ Is concise and effectively written 	0	1-7	8-14	15-20	
Company Description <ul style="list-style-type: none"> ▪ Legal form of business ▪ Effective date of business ▪ Company mission statement/vision ▪ Company governance ▪ Company location(s) ▪ Immediate development goals ▪ Overview of company's financial status 	0	1-5	6-10	11-15	
Industry Analysis <ul style="list-style-type: none"> ▪ Description of industry (size, growth rates, nature of competition, history) ▪ Trends and strategic opportunities within industry 	0	1-5	6-10	11-15	
Target Market <ul style="list-style-type: none"> ▪ Target market defined (size, growth potential, needs) ▪ Effective analysis of market's potential, current patterns, and sensitivities 	0	1-5	6-10	11-15	
Competition <ul style="list-style-type: none"> ▪ Key competitors identified ▪ Effective analysis of competitors' strengths and weaknesses ▪ Potential future competitors ▪ Barriers to entry for new competitors identified 	0	1-5	6-10	11-15	
Marketing Plan and Sales Strategy <ul style="list-style-type: none"> ▪ Key message to be communicated identified ▪ Options for message delivery identified and analyzed ▪ Sales procedures and methods defined 	0	1-5	6-10	11-15	
Operations <ul style="list-style-type: none"> ▪ Business facilities described ▪ Production plan defined and analyzed ▪ Workforce plan defined and analyzed ▪ Impact of technology 	0	1-5	6-10	11-15	

BUSINESS PLAN

Written Report Rating Sheet (continued)

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Management & Organization <ul style="list-style-type: none"> ▪ Key employees/principals identified and described ▪ Board of directors, advisory committee, consultants, and other human resources identified and described ▪ Plan for identifying, recruiting, and securing key participants described ▪ Compensation and incentives plan 	0	1-5	6-10	11-15	
Long-term Development <ul style="list-style-type: none"> ▪ Long-term goals identified and documented ▪ Risks and potential adverse results identified and analyzed ▪ Strategy in place to take business toward long-term goals 	0	1-5	6-10	11-15	
Financials <ul style="list-style-type: none"> ▪ Type of accounting system to be used is identified ▪ Financial projections, including monthly cash flow projection, is identified and reasonable ▪ Financial assumptions clearly identified 	0	1-7	8-14	15-20	
Supporting Documents <ul style="list-style-type: none"> ▪ E.g., works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc. 	0	1-5	6-10	11-15	
FORMAT OF REPORT					
Clear and concise presentation with logical arrangements of information	0	1-3	4-7	8-10	
Creativity of written presentation, design, and graphics	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
TOTAL POINTS					/200 max

Name (s): _____

School _____

Judge's Signature _____

Judge's Comments:

BUSINESS PLAN

Oral Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
DELIVERY					
Voice quality and diction	0	1-2	3-4	5	
Poise and professional appearance	0	1-2	3-4	5	
Self-confidence and assertiveness	0	1-2	3-4	5	
EXPLANATION OF THE PROJECT					
Description of project development and strategies used to implement project	0	1-5	6-10	11-15	
Underlying assumptions explained and supported	0	1-3	4-7	8-10	
Risks and potential adverse results identified, analyzed, and planned for	0	1-5	6-10	11-15	
All aspects of the plan effectively presented	0	1-5	6-10	11-15	
Student evaluation of project effectiveness	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions regarding business start-up logistics	0	1-7	8-14	15-20	
TOTAL POINTS					/100 max
TIME PENALTY Deduct five (5) points from presentation over ten (10) minutes. Time:					
PRESENTATION SCORE					/100 max
REPORT SCORE					/200 max
FINAL SCORE					/300 max

Name(s) _____

School _____

Judge's Signature _____

Judge's Comments:

BUSINESSPERSON OF THE YEAR

This event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and national levels.

ELIBIGILITY

Each chapter may nominate one (1) or more persons for North Dakota PBL Businessperson of the Year. Nominees must be members of the business sector, not students or educators.

REGULATIONS

1. The nominees must be members of the business community. Persons who are full-time employees of educational institutions or departments of education are not eligible for this award; such nominees will be disqualified.
2. Nominees must not have been named to this event at a previous State Leadership Conference.
3. The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

PROCEDURES

Criteria for selection of nominees at the state level should include but do not have to be limited to:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

The biographical sketch of each nominee should particularly address the above areas.

JUDGING

The executive committee will select the Businessperson of the Year and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

You will be notified if candidate is selected. If you are not notified, the person was not selected as State Businessperson of the Year, and if you wish, you may give this person an award from your chapter.

C++ PROGRAMMING

Programming is an essential career area that supports today's technology-based society. All programming involves the writing of detailed instructions that direct a computer to perform tasks necessary to process data into information. This event recognizes PBL members who have developed an understanding and proficiency in the writing and development of programs in C++.

COMPETENCIES

The written objective test for C++ programming will consist of items related to arrays; computer concepts; word functions including subprocedures or subroutines; programming structures: sequence, decision/selection, and repetition; variables; constants; debugging procedures; types of input and output; and strings.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- The test will be based on the most recent version of the software.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators can be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

COMMUNITY SERVICE PROJECT

This event recognizes PBL chapters that successfully implement community service projects to serve the citizens of their community.

PROJECT PURPOSE

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report.

ELIGIBILITY

- All active local chapters may submit one report of their activity.
- Members representing their chapters in the oral presentation portion of this event may compete in three other events.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Report formats must adhere to the following guidelines:
 - Reports must include a table of contents and front and back covers. A title page, divider pages, and appendices are optional.
 - Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are *not* counted in the page limit.
 - Pages must be standard 8-1/2" x 11" paper.
 - Pages must not be laminated or in sheet protectors.
 - Reports may be single- or double-spaced.
 - Report formats must follow the same sequence shown on the rating sheet.
 - Each side of the paper providing information is counted as a page.
 - **All reports must be bound. Each chapter will provide its own front and back covers for this event.** Both front and back covers are required. Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit. Cut out stock covers are allowed, but the page containing the cover information is counted in the page count.
 - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers should not be in plastic binders, laminated, or have a plastic shell overlaying the printed cover. No items, such as decals or labels, may be attached to the front cover.
 - Report covers must not exceed 9-1/2" x 12".
 - All reports must be bound; two- or three-ring hardback notebooks/binders are not acceptable.
 - Valuable items should not be included with the report. Copies should be sent rather than important original documents.
 - Quality reproductions, including photocopies and/or halftones, are acceptable. No items are acceptable that have been pasted on/attached to pages within the report.
 - Scrapbooks and loose or bulky exhibits are not acceptable.
2. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
3. Projects described in the report cannot be submitted in any other event except in the Local Chapter Annual Business Report.
4. Reports must describe activities of the local chapters that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
5. Entries must adhere to all of these regulations or they will be disqualified.
6. Projects must arrive at the designated location on or before due date to be considered for competition. Projects received after due date will not be judged.
7. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the national association.
8. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Written Report

- Report formats must follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation

- All chapters submitting a report will give an oral presentation at the State Leadership Conference.
- A maximum of three (3) members from each local chapter will give an oral presentation at the State Leadership Conference. Participation in this presentation will not preclude a member from competing in individual or team competitive events. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other representatives of the chapter.
- Advisers may assist delegates during the designated "practice" times for this event. However, advisers may not participate during the actual delivery of the presentation, including assisting with setup, distribution of handouts, operation of audio-visual equipment, etc.
- A maximum time limit of five (5) minutes will be allowed to set up equipment and ten (10) minutes will be allowed for the oral presentation, which will describe the project and the results obtained.
- Visual aids and samples specifically related to the project may be used in the presentation. However, no items may be left after the presentation with either the judges or the audience. All equipment for the presentation must be provided by the chapter.
- A timekeeper will stand at nine (9) minutes. When each chapter is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over 10 minutes.
- Following each oral presentation, the judges may conduct a five-minute (5) question-and-answer period.
- No audio or video recording devices allowed by individuals of the oral presentation.
- Performances are open to conference attendees, except performing participants of this event.

JUDGING

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects may be submitted for competition at the PBL National Conference.

COMMUNITY SERVICE PROJECT - Written Report

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
REPORT CONTENT					
Purpose of project <ul style="list-style-type: none"> ▪ Statement of project goals ▪ Service to the community and its citizens 	0	1-5	6-10	11-15	
Scope and intensity of project <ul style="list-style-type: none"> ▪ Planning and development ▪ Implementation 	0 0	1-5 1-5	6-10 6-10	11-15 11-15	
Benefits to and impact on the community	0	1-8	9-17	18-25	
Evidence of publicity	0	1-2	3-4	5	
FORMAT OF REPORT					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Creativity of written presentation, design, and graphics	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max

School _____

Judge's Signature _____

Judge's Comments:

COMMUNITY SERVICE PROJECT

Oral Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
DELIVERY					
Voice quality and diction	0	1-3	4-7	8-10	
Poise and professional appearance	0	1-3	4-7	8-10	
Self-confidence and assertiveness	0	1-2	3-4	5	
EXPLANATION OF THE PROJECT					
Description of project development and strategies used to implement project	0	1-8	9-17	18-25	
Appropriate level of member involvement	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max
TIME PENALTY Deduct five (5) points for presentations over ten (10) minutes. Time:					
PRESENTATION SCORE					/100 max
REPORT SCORE					/100 max
FINAL SCORE					/200 max

School _____

Judge's Signature _____

Judge's Comments:

COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment utilizing critical thinking and decision making skills. This event provides recognition for PBL members who can efficiently demonstrate computer application skills.

COMPETENCIES

- Participants should be prepared to complete problems in the following areas, with possible integration:
 - **Word Processing**—Participants will be responsible for the production of letters, memorandums, tables, reports, or any other type of word processing problems.
 - **Database**—Participants will be responsible for creating a database and applying various functions such as searching, cloning, etc.
 - **Spreadsheets**—Participants will be responsible for completing the spreadsheet grid and applying various functions such as move, combine, format, etc. In addition, students will be responsible for creating and applying formulas.
 - **Business Graphics** - Participants will be responsible for completing various graphics including bar, line, pie, exploded pie, or stacked bar.
 - **Presentation** - Participants will be responsible for preparing text slides with graphics.
- Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. The Format guide will be used for formatting word processing documents.
- Results will be based on accuracy of printed copy.
- In addition, participants will complete a written test on their understanding of basic computer terminology and concepts, document formatting rules and standards, grammar, punctuation, spelling, proofreading, and related computer application knowledge.
- **Format Guide** - A Format Guide has been developed to be used as a guide for all skill events that require word processing of documents. The Format Guide will be allowed in the test site. All documents must be prepared according to the style in the Format Guide. If the Format Guide isn't followed, the error will be considered a serious error and a deduction of five (5) points will be taken.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURES

- Both the skills and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be returned to state office on or before the postmark due date to be considered for competition.
- Participants must register and be present at the State Leadership Conference.

Skills Test

- Two (2) hours will be allowed for the skills test. This time must run continuously and cannot be administered in multiple sessions. Once the event has begun, the clock may be stopped only for repair of technical problems outside the control of the students being tested. Time should begin immediately following the resolution of the technical challenge and continue with the remaining time. Entries which have been administered in multiple sessions, or that have exceeded the allowed time limit, will be disqualified. Additional time will be allowed for general directions and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- The Format Guide may be used during the test.
- Word division manuals and dictionaries may be used as reference materials.

- Voice recognition software may be used where appropriate in all skill production tests. The local chapter must provide the software.
- Calculators are not allowed on the production portion of the test.

Objective Test

- A one (1) hour written objective test will be administered at the home school based on previously listed competencies and basic skills knowledge.
- Participants must furnish their own No. 2 pencils, erasers, and non-graphing calculators.

JUDGING

Objective tests will be machine graded. This test will constitute 15 percent of the final event score.

Judging of the skill test will be based on printed copy. A panel of judges for this event will evaluate the documents. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score. Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

PBL STANDARDS OF MAILABILITY

Use for the following competitive events:

Computer Applications

Word Processing

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents. See the Format Guide at the end of this section.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.

- Omission of a non-essential part of a document (e.g. reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document (e.g. date, inside address, etc.)
- Format Guide not followed

COMPUTER CONCEPTS

The processing of data is important to the successful operation of business. This event provides recognition for PBL members who understand the basic principles involved in computer technology.

COMPETENCIES

The written objective test may include questions on basic computer principle, terminology, computer equipment, computer application concepts, networking systems and procedures, and programming concepts.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils, erasers, and non-graphing calculators.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

DESKTOP PUBLISHING

Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to PBL members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

COMPETENCIES

- Participants should be prepared to create, design, and produce useable copy on a computer using desktop publishing software.
- In addition, participants will be tested on their understanding and mastery of basic desktop terminology and concepts, desktop application knowledge, desktop layout rules, and proofreading.

ELIGIBILITY

- Each chapter may submit two (2) entries. Each entry must be created by a team of two (2) individuals. The participants must be members of an active local chapter and be on record in the FBLA-PBL state and national offices as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURE

Skills Test

- Students participating must register and be present at the State Leadership Conference.
- Two (2) hours will be allowed for the skills test at the school testing site. This time must run continuously and cannot be administered in multiple sessions. Once the event has begun, the clock may be stopped only for repair of technical problems outside the control of the students being tested. Time should begin immediately following the resolution of the technical challenge and continue with the remaining time. Entries which have been administered in multiple sessions, or that have exceeded the allowed time limit, will be disqualified. Additional time will be allowed for general directions. Participants will complete problems that may include application of the following:
 - graphics
 - text creation
 - lay-out creativity
 - selection of appropriate fonts and type sizes
- Two computers may be used by the team of two participants for this competitive event. The participants may also choose to use a scanner and/or clipart. No other equipment may be used. The finished product may be submitted in black and white, or in color on plain paper.
- Word division manuals and dictionaries may be used as reference materials.
- Documents produced for this event must be prepared by the PBL competitors without help from the adviser or any other person. No reference materials may be used other than that provided or specifically allowed by the state office.
- Documents received from local and state chapters become the property of FBLA-PBL, Inc., and may be used for publication or reproduction for sale by the national association.
- Voice recognition software may be used where appropriate.

Written test

- A one-hour (1) written objective test will be administered at the home school based on previously listed competencies and basic skill knowledge.
- Team members will take the objective test collaboratively.
- Participants must furnish their own No. 2 pencils and eraser.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on printed copy. Documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

DESKTOP PUBLISHING

Production Test Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
USABILITY					
Document effectively meets goals of the project	0	1-6	7-14	15-20	
Document addresses appropriate audience and shows good grasp of the concept	0	1-2	3-4	5	
Information effectively synthesized	0	1-2	3-4	5	
TECHNICAL FEATURES					
Appropriate font selection (i.e., size, font type, mix, leading)	0	1-3	4-7	8-10	
Effective text treatment (i.e., paragraph indents, bullets, hanging indents, alignment, text wrapping)	0	1-3	4-7	8-10	
Effective application of a special effect(s), which may include but is not limited to drop cap, shadowing, reverse type, screens, mirror images	0	1-3	4-7	8-10	
LAYOUT					
Creative, original	0	1-3	4-7	8-10	
Appealing	0	1-3	4-7	8-10	
Selection and effective use of graphic(s)	0	1-3	4-7	8-10	
OVERALL EFFORT					
Comprehensive approach to the project Effective use of technology for the task Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max
PENALTY POINTS. Deduct two (2) points for each typographical, spelling, or grammatical, error.					
FINAL SCORE					/100 max

Names _____

School _____

Judge's Signature _____

Judge's Comments:

ECONOMIC CONCEPTS

This event provides recognition for PBL members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.

COMPETENCIES

The written objective test may include questions on economic principles related to the policies and goals of the United States economy and a comparison of the American economic system to other systems. Topics covered may include comparative economic systems, supply and demand, competition, monetary and fiscal policy, government and tax regulations, pricing, profits, environmental issues, and labor relations.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers. Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

EMERGING BUSINESS ISSUES

This event provides PBL members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue. The event is based on team rather than individual participation. In addition to learning research skills, team participants develop speaking ability and poise through oral presentations.

COMPETENCIES/2006 State and National Leadership Conference Topic

The topic to be researched and presented during the 2006 State and National Leadership Conferences will be:

On August 14, 1935, President Franklin D. Roosevelt signed the Social Security Act, which included a number of social programs, including unemployment compensation, the Aid to Dependent Children program, aid to the states for health and welfare programs, and retirement benefits for workers. The first regular monthly payments for Social Security began in 1940.

President George W. Bush has proposed a plan to privatize a portion of Social Security through the establishment of personal retirement accounts for people born after 1950. Be prepared to argue the affirmative, that the government should privatize Social Security by allowing certain individuals to establish personal retirement accounts or the negative, that government should not reform the current Social Security.

Participants will be expected to research the topic prior to the conference and be prepared to present either an affirmative or negative argument, based on random selection at the conference.

ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Each team must be composed of two to three (2-3) members. No more than one (1) team member may have competed in this event at a prior NLC.
- Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

General Information

- Each team's presentation must be the result of their own, independent work. Facts and working data may be secured from any source. The student members, not advisers, must prepare presentations. All members of the team must participate in the advance research of the topic and in the actual presentation.
- Teams will be permitted to bring to the preparation and presentation areas, prepared notes written/printed on note cards. Teams will be provided one blank note card per participant which can also be used in the final preparations.
- Books, other bound materials, and props will NOT be allowed.
- A lectern will be available. No microphone will be used.

Performance

- Ten (10) minutes before their presentation time, team members will draw to determine whether they will present an affirmative or negative argument. Teams will then have five (5) minutes to finalize their preparations.
- Each presentation may last no more than five (5) minutes.
- A timekeeper will stand at four (4) minutes. When the presentation is finished, the time used will be recorded, noting a deduction of five (5) points for any presentation which exceeds five (5) minutes.
- Following each oral presentation, the judges may conduct a five-minute (5) question and answer period during which the presenters should be prepared to defend their affirmative and negative argument.
- All performances are open to conference attendees, except performing participants of this event.

JUDGING

The performance will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winning teams, or alternate, are eligible to compete at the FBLA National Leadership Conference.

EMERGING BUSINESS ISSUES

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
KNOWLEDGE OF TOPIC					
Understanding of issue/topic	0	1-3	4-7	8-10	
Flow and logic of content	0	1-7	8-14	15-20	
Quality of evidence	0	1-7	8-14	15-20	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
PRESENTATION SKILLS					
Voice, grammar, articulation	0	1-2	3-4	5	
Teamwork	0	1-2	3-4	5	
ABILITY TO TAKE A POSITION					
Persuasiveness	0	1-7	8-14	15-20	
Relevance of arguments	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max
TIME PENALTY Deduct five (5) points for presentations over five (5) minutes. Time:					
FINAL SCORE					/100 max

Check one:

- ☐ Affirmative presentation
- ☐ Negative presentation

Names _____

School _____

Judge's Signature _____

Judge's Comments:

FINANCIAL CONCEPTS

Social, political, legal, and technical aspects of financial development and management are essential elements for contemporary study in business finance. This event provides recognition for PBL members who understand financial models and techniques used in reaching effective financial decisions.

COMPETENCIES

The written objective test may include questions on financial instruments and institutions available to managers and on understanding of financial policies. Topics covered may include financial instruments and institutions, capital budgeting, commercial banking, financial decision making, money markets, dividend policy, financial statistics, leverage, taxation policy, valuation models, merger analysis, regulatory changes, securities market, and international finance.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

FUTURE BUSINESS EXECUTIVE

This event honors outstanding PBL members who have demonstrated leadership qualities, participation in PBL, executive potential, and evidence of knowledge and skills essential for successful careers in business.

COMPETENCIES

These events consist of four (4) parts:

- *Letter of Application and Resume*—Participants will submit an application letter and resume as if they were applying for employment in a position of their choice. This position must be one that they are currently qualified for, or that they will be qualified for at the end of the current academic year.
- *Writing Exercise*—Participants will compose a handwritten exercise. The exercise may include a typical business memo, letter, or other business correspondence.
- *Objective Test*—The written objective test may include questions on management, accounting, business law, economics, finance, communication techniques, marketing, computer concepts, PBL knowledge, organizational development, and parliamentary procedure.
- *Interview*

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURE

This event consists of four (4) parts: submission of a letter of application with a resume, completion of a writing exercise, completion of an objective test, and participation in a simulated interview.

Preconference Requirements

- Prior to the SLC the participant must submit in a single standard file folder three (3) copies of the following items:
 - Letter of Application* – A one-page letter of application (original or copy) for a position for which the applicant is currently qualified, addressed to a specific person and company.
 - Resume* – A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
 - Writing Exercise*
- The tab of the folder must be labeled with the participant's name, chapter, and event title. Include participant's name on all pages submitted.
- Participants failing to submit materials by the stated deadline will be disqualified.
- A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline, but do not adhere to the event guidelines for the submission of proper materials.

Letter of Application and Resume

A letter of application and resume must be submitted. These materials must support an application for a position for which the participant is currently qualified, or for which the participant will be qualified at the end of the current academic year.

The letter of application and resume must be composed at the home school prior to the State Leadership Conference and submitted by the deadline date.

Objective Test

A one-hour written objective test will be administered in the home school based on the previously listed competencies. Participants must furnish their own No. 2 pencils and erasers. Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

Writing Exercise

The thirty-minute (30) writing exercise will be prepared in the home school prior to the SLC. No reference materials may be used.

Interviews

- Participants will be scheduled for a ten-minute (10) interview. Judges will be given copies of all participants' application materials. No other items may be brought to the interview or left with the judges.
- Participants arriving late for the interview will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- For the interview portion of this event, participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

JUDGING

- The written objective tests will be machine graded.
- The interview and related materials portions of these events will be evaluated by a panel of judges. All decisions of the judges are final.
- The winners will be selected by combining the scores of the objective test and initial interview/material review.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
INTERVIEW					
Poise, maturity, and attitude	0	1-5	6-10	11-15	
Self-confidence, initiative, and assertiveness	0	1-5	6-10	11-15	
Communication skills	0	1-5	6-10	11-15	
Professional appearance	0	1-5	6-10	11-15	
LEADERSHIP ABILITY/EXECUTIVE POTENTIAL					
Participation/leadership in FBLA-PBL	0	1-5	6-10	11-15	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-5	6-10	11-15	
WRITING EXERCISE AND APPLICATION MATERIALS					
Effectiveness of writing exercise	0	1-7	8-14	15-20	
Effectiveness of application materials (resume, letter of application)	0	1-5	6-10	11-15	
Clear and precise presentation including correct grammar, punctuation, spelling, and use of an acceptable business format	0	1-2	3-4	5	
INTERVIEW POINTS					/150 max
PENALTY POINTS Deduct up to ten (10) points for failure to fully follow the guidelines.					
OBJECTIVE TEST SCORE					/100 max
FINAL SCORE					/250 max

Name _____ School _____

Judge's Signature _____

Judge's Comments:

FUTURE BUSINESS TEACHER

This event honors outstanding PBL members who demonstrate teaching potential, leadership qualities, and evidence of knowledge and skills essential for successful careers in teaching business and/or marketing subjects.

COMPETENCIES

These events consist of four (4) parts:

- *Letter of Application, Resume, and Letter of Recommendation* - Participants will submit an application letter and resume as if they were applying for employment in a teaching position of their choice. A recommendation from an educator must also be included.
- *Writing Exercise* - Participants will complete a writing exercise. The exercise may include a typical business memo, letter, or other business correspondence.
- *Objective Test* - The written objective test may include questions on teaching methodology; computer applications; technology concepts; basic business fundamentals such as economics, business law, management, communication techniques, marketing, and accounting; basic parliamentary procedures; PBL knowledge, and professional ethics and standards.
- *Interview*

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURE

This event consists of four (4) parts: submission of a letter of application with a resume and recommendation letter, completion of a writing exercise, completion of an objective test, and participation in a simulated interview.

Pre-Conference Requirements

- Prior to the SLC the participant must submit in a single standard file folder three (3) copies of the following items:
 - Letter of Application* – A one-page letter of application (original or copy) for a teaching position, addressed to the appropriate person in an educational institution.
 - Resume*– A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
 - Recommendation* – A recommendation (original or copy) from an educator attesting to the participant's and potential teaching ability.
 - Writing Exercise*
- The folder must be labeled with the participant's name, chapter, and event title. Include participant's name on all pages submitted.
- Participants failing to submit materials by the stated deadline will be disqualified.
- A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline, but do not adhere to the event guidelines for the submission of proper materials.

Letter of Application and Resume

A letter of application and resume must be submitted. These materials must support an application for a teaching position for which the participant is currently qualified, or for which the participant will be qualified at the end of the current academic year.

The letter of application and resume must be composed and submitted prior to the State Leadership Conference.

The letter of recommendation must be from an educator indicating your desire to teach.

Objective Test

A one-hour written objective test will be administered in the home school based on the previously listed competencies.

Participants must furnish their own No. 2 pencils and erasers. Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

Writing Exercise

The writing exercise will be prepared in the home school prior to the SLC. No reference materials may be used. Thirty minutes will be allowed for this portion of the event.

Interviews

- Participants will be scheduled for a ten-minute (10) interview. Judges will be given copies of all participants' application materials. No other items may be brought to the interview or left with the judges.
- Participants arriving late for the interview will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- For the interview portion of this event, participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

JUDGING

- The written objective tests will be machine graded.
- The interview and related materials portion of these events will be evaluated by a panel of judges. All decisions of the judges are final.
- The winners will be selected by combining the scores of the objective test and initial interview/material review.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

FUTURE BUSINESS TEACHER

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
INTERVIEW					
Poise, maturity, and attitude	0	1-5	6-10	11-15	
Self-confidence, initiative, and assertiveness	0	1-5	6-10	11-15	
Communication skills	0	1-5	6-10	11-15	
Professional appearance	0	1-5	6-10	11-15	
LEADERSHIP ABILITY/TEACHING POTENTIAL					
Evidence of skills for teaching business	0	1-3	4-7	8-10	
Participation/leadership in FBLA-PBL	0	1-3	4-7	8-10	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-3	4-7	8-10	
WRITING EXERCISE AND APPLICATION MATERIALS					
Effectiveness of writing exercise	0	1-7	8-14	15-20	
Effectiveness of application materials (resume, letter of application)	0	1-5	6-10	11-15	
Clear and precise presentation including correct grammar, punctuation, spelling, and use of an acceptable business format	0	1-2	3-4	5	
INTERVIEW POINTS					/150 max
PENALTY POINTS Deduct up to ten (10) points for failure to fully follow the guidelines.					
OBJECTIVE TEST SCORE					/100 max
FINAL SCORE					/250 max

Name _____ School _____

Judge's Signature _____

Judge's Comments:

HONORARY MEMBERSHIP IN NORTH DAKOTA PBL

This event recognizes outstanding business leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and national levels.

ELIGIBILITY

Each chapter may enter one or two persons as candidate(s) for an Honorary Member in North Dakota PBL.

REGULATIONS

1. Honorary Members may be nominated from those who are employed in government, local teachers, school administrators, employees of local educational agencies, or other interested people in the community.
2. Nominees must not have been named to this event at a previous State Leadership Conference.
3. The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

PROCEDURES

The biographical sketch of each nominee should address the following areas:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

JUDGING

The executive committee will select honorary members and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

You will be notified if your candidate is selected. If you are not notified, the person was not selected as an honorary member, and if you wish, you may give this person an award from your chapter.

HOSPITALITY MANAGEMENT

Hospitality is an important aspect of business and society. This area includes involvement in the hotel, restaurant, and tourism industry. This event provides recognition to PBL members who have the ability to help other people enjoy both leisure and business travel and events.

COMPETENCIES

The written objective test may include questions on marketing, operations, human resources, budgeting and cost control, customer service, hospitality law, strategic planning, and financial management.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

HUMAN RESOURCE MANAGEMENT

Managing human resources is an important aspect of the business world. Planning is necessary to ensure and anticipate future personnel needs and to secure the needs and rights of the people resources. This event recognizes PBL members who understand the techniques and skills involved in human resource management.

COMPETENCIES

The written objective test may include questions on recruiting and selection, compensation and benefits, training and development, legal and regulatory issues, organizational development, employee appraisal, human resource planning, and labor and management relations.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

IMPROMPTU SPEAKING

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes PBL members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

COMPETENCIES

Participants will be given a topic related to one or more of the following: FBLA-PBL Goals, FBLA-PBL activities, FBLA-PBL current national programs; current events, and/or relevant business topics.

ELIGIBILITY

- For number of members who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

GENERAL INFORMATION

1. Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
2. One (1) 4"x6" index card will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Participants must furnish their own pens and pencils.
3. The speech should be four (4) minutes in length.
4. No reference materials may be brought to or used during the preparation or presentation.
5. A lectern will be available. No microphone will be used.
6. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURE

- Participants must report for instructions twenty (20) minutes prior to their speaking time.
- Participants will be allowed ten (10) minutes to prepare their speeches prior to appearing before the judges.
- Any notes made during the preparation time may be used when speaking. The note card must be submitted to the event administrator at the conclusion of the speech. Information may be written on both sides of the note card.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.
 - Performances are open to conference attendees, except performing participants of this event.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

IMPROMPTU SPEAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Relation to the topic	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
ORGANIZATION					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
DELIVERY					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing and concise	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max
TIME PENALTY Deduct five (5) points for presentations under 3:31 or over 4:29 minutes. Time:					
FINAL SCORE					/100 max

Name _____ School _____

Judge's Signature _____

Judge's Comments:

INFORMATION MANAGEMENT

Information is a fundamental resource of a business organization. Employees must understand the impact of technology on the efficient processing of information. This event provides recognition for PBL members who demonstrate knowledge in the areas of information management, decision-making, human relations, and time management.

COMPETENCIES

The written objective test may include questions on administrative management, information processing, business communications, business ethics, human relations, records management, telecommunications, business equipment, networking technology, reprographics, and time management.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

INTERNATIONAL BUSINESS

This event recognizes PBL members who demonstrate knowledge of the basic principles of management, marketing, and economics of international business.

COMPETENCIES

The written objective test may include questions on ownership and management, legal issues, communication (including culture and language), global business environment, treaties and trade agreements, marketing, taxes and government regulations, finance, currency exchange, and human resource management.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils, erasers, and non-graphing calculators.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

JAVA PROGRAMMING

Programming is an essential career area that supports today's technology-based society. All programming involves the writing of detailed instructions that directs a computer to perform tasks necessary to process data into information. This event recognizes PBL members who have developed an understanding and proficiency in the writing and development of programs in Java.

COMPETENCIES

The written objective test for Java programming will consist of items related to menu and arrays; window controls; computer concepts; word functions including subprocedures or subroutines; programming structures: sequence, decision/selection, and repetition; variables; constants; debugging procedures; types of input and output; and graphical user interface.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- The test will be based on the most recent version of the software.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators can be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

JOB INTERVIEW

This event recognizes PBL members who demonstrate proficiency in applying for employment in business.

COMPETENCIES

Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.

This event consists of four (4) parts:

- *Letter of Application and Resume*
- *Job Application Form*
- *Writing Exercise*
- *Interview*

The letter of application, resume, job application form, and writing exercise are completed prior to the State Leadership Conference.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.

PROCEDURE

This event consists of four (4) parts: submission of a letter of application with a resume, completion of a job application form, completion of a writing exercise, and participation in a simulated interview.

Pre-Conference Requirements

1. Prior to the State Leadership Conference, three (3) copies of the following items are to be mailed to the designated location:
 - A one-page letter of application (original or copy) from the participant addressed to:
Dr. Terry E. Johnson, Director
Human Resources
Merit Corporation
1640 Franklin Place
Washington, DC 20041
 - A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
 - Completed job application form (see Forms section of this handbook).
 - Completed writing exercise.
2. All copies of the above materials must be submitted in a single, standard file folder. The tab of the file folder must be labeled with participant's name, school, and event title. Include participant's name on all pages submitted.
3. A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline, but do not adhere to the event guidelines for the submission of proper materials.
4. The letters of application and resumes must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.
5. Participants failing to submit materials by the stated deadline will be disqualified.

Letter of Application and Resume

1. A letter of application and resume must be submitted. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she will be qualified at the completion of the current school year.
2. The letter of application and resume must be composed prior to the State Leadership Conference and submitted to the designated location by the postmark due date.

Application and Writing Exercise

1. Each participant must complete a job application form and a writing exercise in their home school prior to the State Leadership Conference. The job application form is in the Forms section of this handbook.
2. One hour will be allowed for this portion of the event: thirty (30) minutes for the application form and thirty (30) minutes for the writing exercise.

Interviews

1. Participants will be scheduled for a ten-minute (10) interview.
2. Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview, or left with the judges.

JUDGING

Participants will be judged by a panel of judges serving as personnel professionals. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

JOB INTERVIEW

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
PRESENTATION					
Professional appearance	0	1-5	6-10	11-15	
Proper greeting, introduction, and closing	0	1-5	6-10	11-15	
Initiative and assertiveness	0	1-5	6-10	11-15	
INTERVIEW					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Communication skills	0	1-7	8-14	15-20	
Career knowledge and career plans	0	1-5	6-10	11-15	
Qualifications for the job	0	1-5	6-10	11-15	
APPLICATION MATERIALS					
Effectiveness of writing exercise and application including clear and precise presentation including correct grammar, punctuation, spelling, and use of an acceptable business format	0	1-7	8-14	15-20	
Effectiveness of resume and cover letter including clear and precise presentation including correct grammar, punctuation, spelling, and use of an acceptable business format	0	1-7	8-14	15-20	
INTERVIEW POINTS					/150 max
PENALTY POINTS Deduct up to ten (10) points for failure to fully follow the guidelines.					
TOTAL POINTS					/150 max

Name _____ School _____

Judge's Signature _____

Judge's Comments:

LARGEST LOCAL CHAPTER MEMBERSHIP

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters that have attained the largest membership in PBL.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

Official membership records are audited in the state office; therefore, no entry form is required for this event.

Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid PBL members on record in the FBLA-PBL state office on the cut-off date of the current school year.

STATE AWARDS

An award is presented at the State Leadership Conference to the largest PBL chapter in North Dakota.

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters that have attained the largest percentage of increase in local chapter membership in PBL.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

Official membership records are audited in the state office; therefore, no entry form is required for this event.

Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid members on record in the FBLA-PBL state office at the cut-off date established for the previous and current school years.

STATE AWARDS

An award is presented at the State Leadership Conference to the top local chapter that attained the highest percentage of membership increase in PBL.

LARGEST PERCENTAGE OF RETENTION IN LOCAL CHAPTER MEMBERSHIP

(North Dakota Only Event)

Effective state and national programs depend on membership support and growth. Retaining members from year to year provides resources for experienced members to serve local chapters and new members. Membership retention offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters in North Dakota that have retained the largest percentage of members from the previous year.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

Official membership records are maintained at the state office; however, to enter this event the entry form must be completed. The form can be found in the "Forms" section of this handbook. Only entries received by the designated date will be considered.

The figures used in determining the winner will be the number of paid, retained PBL members on record in the state office on June 30 of the previous year and by the designated dues deadline for participation at the State Leadership Conference.

STATE AWARDS

An award is presented at the State Leadership Conference to the local chapter that attained the highest percentage of membership retention in PBL.

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This award recognizes PBL chapters that effectively summarize their year's activities. This event provides participants with valuable experience in preparing annual business reports

REPORT PURPOSE

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the start of the current State Leadership Conference. Projects used for other PBL reports may be included. The report should include the chapter's profile, productivity, recognition, and business procedures.

ELIGIBILITY

All active local chapters may submit one report of their activity.

REGULATIONS

1. Report formats must adhere to the following technical requirements:
 - Reports must contain a table of contents. A title page, divider pages, and appendices are optional.
 - Reports must not exceed thirty (30) pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
 - Pages must be standard 8-1/2" x 11" paper.
 - Pages must not be laminated or bound in sheet protectors.
 - Reports may be single- or double-spaced.
 - Each side of the paper providing information is counted as a page.
 - Valuable items should not be included with the report. Copies should be sent rather than important original documents.
 - No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.
 - All reports must be bound. Each chapter will provide its own front and back covers for this event. Both front and back covers are required. Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain other information, but are not counted against the page limit.
 - Report covers must be of a weight such as cover stock, index stock, or card stock. Covers should not be in plastic binders, laminated, or have a plastic sheet overlaying the printed cover. No items, such as decals or labels, may be attached to the front cover. Cut out stock covers are allowed, but the page containing the cover information is counted in the page count.
 - Two- or three-ring hardback notebooks are not acceptable as report covers.
 - Report covers must not exceed 9-1/2" x 12".
2. Student members, not advisers, must prepare reports. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.
3. Reports must describe activities of the local chapters that were conducted between the start of the previous State Leadership Conference and the start of the current State Leadership Conference.
4. Entries must adhere to all of these regulations or they will be disqualified.
5. Projects must arrive at the designated location on or before due date to be considered for competition. Projects received after due date will not be judged.
6. Reports received from local and state chapters become property of FBLA-PBL, Inc. These reports may be used for publication or reproduced for sale by the national association.

PROCEDURE

- Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Creativity through design and use of meaningful graphics is encouraged.

JUDGING

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects may be submitted for competition at the PBL National Leadership Conference.

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CHAPTER PROFILE					
Letter to chapter membership (stockholders) <ul style="list-style-type: none"> ▪ Number of members ▪ Size of school and community ▪ When and where chapter was organized 	0	1-3	4-7	8-10	
PRODUCTIVITY					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations activities	0	1-2	3-4	5	
Support of FBLA-PBL national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
RECOGNITION					
For FBLA-PBL competitive events and activities	0	1-2	3-4	5-6	
For school, community, business, and industry activities	0	1-2	3	4	
BUSINESSLIKE PROCEDURES					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fundraising and financial statement	0	1-2	3-4	5	
FORMAT OF REPORT					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	
TOTAL POINTS					/100 max

School _____

Judge's Signature _____

Judge's Comments:

MANAGEMENT CONCEPTS

For success in the business as either an employee or an entrepreneur, the professional manager must build a solid foundation of business knowledge including its operation and its management. This event provides recognition for PBL members who possess knowledge of management principles

COMPETENCIES

The written objective test may include questions on controlling, decision making, directing, employee motivation theories, planning, organizing, business environment, communication techniques, group dynamics, leadership, organizational structure, policies and strategies, staffing, and basic statistics.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

MARKETING CONCEPTS

Marketing involves distribution of products and services to the consumer. This event provides recognition for PBL members who possess knowledge of the basic principles of marketing.

COMPETENCIES

The written objective test may include questions on basic marketing including price, product, place, and promotion; marketing concepts and strategies; international marketing; legal and social aspects; and marketing research.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

MULTIMEDIA PRESENTATION

Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for PBL members who demonstrate the ability to effectively use presentation technologies and software to prepare and deliver their message.

COMPETENCIES/2006 State and National Leadership Conference Topic

The topic to be developed in this presentation and submitted for competition at the 2006 State and National Leadership Conferences will be:

Create a multimedia presentation that teaches people about ways to prevent identity theft. Include information on what you can do to prevent identity theft, what you can do to lessen the impact if you are a victim and what you can do once you discover you're a victim. Include statistics in your presentation, as well as a list indicating ways that an individual's identity can be stolen.

The presentation should include elements such as graphics, pictures, music and special effects, sound, text, and transitions.

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Student members, not advisers, must prepare presentations. Local advisers should serve as consultants to ensure that the presentations are well organized, contain substantiated statements, and are developed in an acceptable business style.
2. Presentations should be clearly labeled with the name of the student participants, their school name, city, state, name of the event, and the year.

PROCEDURE

1. Presentations must address the given topic. Entries will be judged according to the rating sheet.
2. Presentations should be at least two (2) and no more than four (4) minutes in length.
3. Presentations may be submitted using only a CD or DVD. Remember this is not a video production event.
4. Entries may be submitted in any multimedia program, but must include a player for that program.
5. Entries must be accompanied by a readme file (300 words or less) noting software used, source of information, and instructions on running the presentation.

JUDGING

Presentations will be judged by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning entries (or alternate) are eligible to compete at the PBL National Leadership Conference.

MULTIMEDIA PRESENTATION

Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Presentation clearly related to assigned theme	0	1-3	4-7	8-10	
Elements included in presentation are suitable and appropriate	0	1-3	4-7	8-10	
Copyright laws have been followed and permissions are cited in the presentation	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-2	3-4	5	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Read Me file	0	1-2	3-4	5	
PRESENTATION					
Audio and visual elements coordinated and complementary	0	1-3	4-7	8-10	
Transitions are effective and appealing	0	1-3	4-7	8-10	
Presentation includes identifiable opening, body, and conclusion	0	1-2	3-4	5	
Graphics enhance overall quality of presentation	0	1-3	4-7	8-10	
Presentation uses effective balance of text and graphics	0	1-3	4-7	8-10	
Presentation effective at motivating audience to action	0	1-3	4-7	8-10	
TOTAL SCORE					/100 max
TIME PENALTY Deduct five (5) points for presentations over 4 minutes. Time:					
FINAL SCORE					/100 max

Name(s) _____

School _____

Judge's Signature _____

Judge's Comments:

NETWORK DESIGN

The ability to evaluate the needs of an organization and then design and implement network solutions is a valuable skill in today's connected workplace. This event provides recognition for PBL members who demonstrate an understanding of and ability to apply these skills.

COMPETENCIES

The written objective test may include questions on network installation – planning, configuration, and topology; problem solving and troubleshooting; network administrator functions; configuring network resources and services; configuration of Internet resources; security; and backup and disaster recovery.

Objective Test

The written objective test may include questions on the topics listed in the competencies section above.

Case Study

Participants will be given a case study outlining a small business and its computing environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study.

ELIGIBILITY

- For number of teams each chapter may enter please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team *must be composed of two (2) or three (3) members*. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, one (1) team member may have entered this event at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURE

Objective Test

- NOTE: The written objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.
- A one-hour (1) written objective test will be administered based on the previously listed competencies. Team members will take one objective test cooperatively.
- Participants must furnish their own No. 2 pencils and erasers.

Case Study Problem

- Thirty (30) minutes before performance, each team will receive the case study.
- Two (2) 4" x 6" index cards will be provided to each participant and may be used during the preparation and presentation. Information may be written on both sides of the note cards. In addition, teams will be provided with flip chart presentation sheets on which to present their proposed solution.
- No reference materials or visual aids other than those created during the preparation time can be used during the preparation or presentation portions of this event.
- The team has fifteen (15) minutes to present their solution to the judges.

- One member should introduce the team and describe or summarize the case study. All team members must participate in the presentation. Team members will be allowed to use their note cards and flip chart sheets in explaining their recommendations and rationale to the judges.
- A timekeeper will stand at fourteen (14) minutes. When each team has finished, the time used will be recorded. A five (5) point deduction will be made for presentations over fifteen (15) minutes. A maximum of five (5) additional minutes will be allowed for questions from the judges. Participants should be prepared to defend their recommendations and respond to questions from the judges.
- Case study presentations are open to conference attendees, except performing participants of this event.
- No audio or video recording devices allowed of the oral presentation.

JUDGING

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the FBLA National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NETWORK DESIGN

Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
DELIVERY OF PRESENTATION					
Voice quality and diction	0	1 - 3	4 - 7	8 - 10	
Poise and professional appearance	0	1 - 3	4 - 7	8 - 10	
Self-confidence and assertiveness	0	1 - 3	4 - 7	8 - 10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
CONTENT AND RECOMMENDATION					
Described the situation	0	1 - 3	4 - 7	8 - 10	
Issued a solution or recommendation	0	1 - 3	4 - 7	8 - 10	
Used correct terminology	0	1 - 5	6 - 10	11 - 15	
Effectiveness of the strategy presented	0	1 - 8	9 - 17	18 - 25	
TECHNOLOGY					
System appropriate for size of business	0	1 - 5	6 - 10	11 - 15	
Technology is currently available	0	1 - 3	4 - 7	8 - 10	
Future needs are considered	0	1 - 3	4 - 7	8 - 10	
Meets the needs of the company	0	1 - 5	6 - 10	11 - 15	
TOTAL SCORE					/150 max.
TIME PENALTY Deduct five (5) points for presentations over fifteen (15) minutes. Time:					
FINAL SCORE					/150 max.

Written Test Score (To be used in the event of a tie.)

Name(s) _____

School _____

Judge's Signature _____

Judge's Comments:

NETWORKING CONCEPTS

Acquiring a high level of familiarization and proficiency in working on and with networks is essential in today's connected workplace. This event provides recognition for PBL members who have an understanding of network technologies.

COMPETENCIES

The written objective test will consist of questions on general network terminology, equipment for Internet access, problem solving/troubleshooting, network operating system terminology, OSI model and functionality, and network topologies and connectivity.

ELIGIBILITY

- For number of members who may enter please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL office as paying dues by the established membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers. Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

PARLIAMENTARY PROCEDURE

This event recognizes PBL members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

COMPETENCIES

This event is composed of two (2) parts:

- **Objective Test** - The majority of the written objective test will consist of parliamentary procedure principles with additional questions on PBL National Bylaws. Through a partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles section will be drawn from NAP's official test bank.
- **Performance** - The case problem will be given to simulate a regular chapter meeting.

The examination and performance criteria for this event will be based on *Roberts' Rules of Order, Newly Revised* (Copyright 2000).

ELIGIBILITY

- Each local chapter may enter one (1) team that must be composed of four (4) or five (5) persons - a president, vice president, secretary, treasurer, and an additional member. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. However, two (2) members may have participated previously in this event at a National Leadership Conference.
- The team members must be on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.
- Selection of the state parliamentarian is made from those team members or eligible local chapter candidates who meet the following criteria:
 - are active members
 - have one or more years remaining in PBL
 - have completed the application form for state parliamentarian and submitted it to the state office by the established state deadline
 - score highest on the parliamentary procedure written objective test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURE

Objective Test

The written objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.

- A one-hour (1) written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.
- The team score is determined by averaging the scores of its members. All teams will be scheduled for a performance. The order of performance will be assigned at random.

Performance

- All members of the participating teams will meet for instructions twenty (20) minutes before the performance. The team's president will receive an envelope containing a copy of the problem for each team member. The participants are not to write on this copy of the problem.
- The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the problem must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will **not** be transcribed into minutes.
- The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's

report, and a copy of the minutes from a preceding meeting. Participants are not to write on the copy of the problem.

- The problem may or may not include each class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished, the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.
- Performances are open to conference attendees, except performing participants of this event.

JUDGING

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised*, copyright 2000. All decisions of the judges are final.
- Final rank will be determined by a weighting of 20 percent for the team average test score and 80 percent for the team performance score.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

PARLIAMENTARY PROCEDURE PERFORMANCE

Rating Sheet -- Page 1 of 2

MOTIONS:

Instructions: Full value should be given for correctly handling the following actions on motions. For instance, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivileged, (I)ncidental, (B)ring Again

MOTIONS	M	S	P	I	B	VALUE	SCORE	COMMENTS
Made						5		
Seconded						5		
Stated						5		
Debate/ no debate						5		
Put to vote						5		
Vote result announced						5		
SUBTOTAL						30		

BUSINESS OF THE MEETING	VALUE	SCORE	COMMENTS
Problem; quality (concise, complete, clear, germane)	15		
Directions followed	5		
Other business quality	10		
SUBTOTAL	30		

PARLIAMENTARY PROCEDURE PERFORMANCE

Rating Sheet -- Page 2 of 2

GENERAL PARLIAMENTARY PROCEDURE	VALUE	SCORE	COMMENTS
Proper order of business	10		
Proper use of parliamentary terms	10		
Clarity of expression and voice projection	5		
Impartiality of presiding official	5		
Initiative of members	5		
Poise, dignity, and appearance	5		
SUBTOTAL	40		

PERFORMANCE CATEGORIES

TOTAL SCORES

Motions

Business of the Meeting

General Parliamentary Procedure

Time Penalty

- _____

(Deduct one (1) point per full half minute under 9 minutes
or over 11 minutes. No deduction for performances
between 8:31 and 11:29)

Time: _____

Performance Score _____ x 80% = _____

Average Written Test Score _____ x 20% = _____

TOTAL SCORE _____ /100 max.

School _____

Judge's Signature _____

Judge's Comments:

PILOT EVENTS (NEW)

The following five (5) pilot events cover the subjects normally taught in Accounting, Finance, Economics, Management, and Marketing as part of the core curriculum for students earning a Bachelor degree in the specific field.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

1. A one-hour written objective test will be administered based on the listed competencies for each pilot event.
2. Participants must furnish their own No. 2 pencils, erasers and non-graphing calculators.

ACCOUNTING ANALYSIS & DECISION MAKING PILOT

COMPETENCIES:

The written objective test may include questions on Intermediate Accounting I & II, managerial accounting, cost accounting, advanced accounting, and auditing.

ECONOMIC ANALYSIS & DECISION MAKING PILOT

COMPETENCIES:

The written objective test may include questions on money and banking, microeconomics, macroeconomics, comparative economic systems, history of economic thought, and international economics.

FINANCIAL ANALYSIS & DECISION MAKING PILOT

COMPETENCIES:

The written objective test may include questions on financial institutions and markets, investments, capital management, financial management/managerial finance, and business finance/corporate finance.

MANAGEMENT ANALYSIS & DECISION MAKING PILOT

COMPETENCIES:

The written objective test may include questions on organizational behavior, organizational theory, management principles, management information systems, production/operations management, and business policies/strategic management.

MARKETING ANALYSIS & DECISION MAKING PILOT

COMPETENCIES:

The written objective test may include questions on consumer behavior, advertising and promotion/sales management, marketing research, marketing principles and concepts, marketing management, public relations, and electronic commerce.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number for each pilot event will be three.

NATIONAL COMPETITION

The first and second place award winners for each pilot event, or alternate, are eligible to compete at the FBLA National Leadership Conference.

PUBLIC SPEAKING

This event recognizes PBL members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantiated speech.

COMPETENCIES

The content of the five-minute (5) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURE

3. The speech should be five (5) minutes in length, of a business nature, and must be developed from one or more of the nine (9) FBLA-PBL goals.
4. Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speeches must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
5. When delivering the speech, the participant may use notes or note cards.
6. No visual aids may be used.
7. A lectern will be available. No microphone will be used.
8. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
9. Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
10. No audio or video recording devices allowed.

Preliminary Round

- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be five (5) minutes in length. A timekeeper will stand at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29.
- The performance is open to conference attendees, except performing participants of this event.
- From each group, one or more participants will be selected to compete in a final round.

Final Round

Participants will be assigned times based on random selection for final performance and will repeat the procedures as outlined in the preliminary round.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

PUBLIC SPEAKING

Performance Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Relation to FBLA-PBL goals, activities and/or current programs	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
ORGANIZATION					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
DELIVERY					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing and concise	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max
TIME PENALTY Deduct five (5) points for presentations under 4:31 or over 5:29 minutes. Time:					
FINAL SCORE					/100 max

Name _____ School _____

Judge's Signature _____

Judge's Comments:

SALES PRESENTATION

This event is designed to recognize outstanding students in the field of salesmanship. The purpose of this event is to enable students to use their knowledge of good selling techniques and to create an awareness of the importance of good salesmanship.

COMPETENCIES

Participation in this event will allow the participant to demonstrate proficiency in selling techniques, merchandise knowledge, and presenting to the customer.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURE

1. The presentation should be ten (10) minutes in length.
2. The participant shall provide the necessary materials and merchandise for the demonstration along with the product. Each participant's demonstration must be the result of his/her own efforts. Facts and working data may be secured from any source. Student members, not advisers, must prepare the demonstration.
3. When delivering the demonstration, the participant may use notes, note cards, and props. Participants must provide all equipment for the presentation. Judges may ask questions during the presentation.
4. Visual aids and samples specially related to the presentation may be used in the preparation. However, no items may be left with the judges.
5. A lectern will be available. No microphone will be used.
6. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
7. Participants arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
8. No audio or video recording devices allowed.

Preliminary Round

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- At the time of the performance, the event administrator will introduce each participant by name and school only. Each demonstration should be ten (10) minutes in length. A timekeeper will stand at nine (9) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time over 10 minutes.
- The preliminary round is not open to conference participants.
- From each group, one or more participants will be selected to compete in a final round.

Final Round

- A maximum of ten (10) finalists will be assigned times based on random selection for a final performance and will repeat the procedures as outlined in the preliminary round.
- Final round performances are open to conference attendees, except performing participants of the event.

JUDGING

Presentations will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

SALES PRESENTATION

Presentation Rating Sheet

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
APPROACH					
Suitable opening, statement or remark	0	1-2	3-4	5	
Direct customer's attention to merchandise	0	1-2	3-4	5	
PRODUCT PRESENTATION					
Questions involved customer	0	1-3	4-7	8-10	
Analyze and determine customer needs	0	1-3	4-7	8-10	
Interest in customer as an individual	0	1-3	4-7	8-10	
Adequate knowledge of product features	0	1-3	4-7	8-10	
Create interest and desire for product	0	1-3	4-7	8-10	
Benefits matched to customer needs	0	1-3	4-7	8-10	
HANDLING OBJECTIONS					
Welcome and listen to all objections	0	1-2	3-4	5	
Handle and overcome objections with respect	0	1-2	3-4	5	
CLOSING					
Take advantage of customer reactions	0	1-2	3-4	5	
Sale effectively closed	0	1-2	3-4	5	
SUGGESTION SELLING					
Suggestion selling effectively used	0	1-3	4-7	8-10	
TOTAL POINTS					/100 max
TIME PENALTY Deduct five (5) points for presentations over 10:00 minutes. Time:					
FINAL SCORE					/100 max

Name _____ School _____

Judge's Signature _____

Judge's Comments:

SMG WORLDWIDE

North Dakota Event Only

The Stock Market Game (SMG Worldwide) is an electronic simulation of Wall Street trading designed to help students and adults understand the stock market, the costs and benefits involved in decision-making and the sources and uses of capital and other related economic concepts. Sponsored by the North Dakota Securities Commissioner, this event recognizes PBL members that demonstrate an understanding and mastery of the process required to be successful in Wall Street trading.

CONTENT

The office of the North Dakota Securities Commission is dedicated to providing residents with an increased understanding of the American economy, enabling them to become more informed citizens, consumers, future employees and employers. Teams of PBL members from each chapter may participate in the simulation on the dates designated by the North Dakota PBL state office.

ELIGIBILITY

Any number of individuals, or several teams consisting of one to five (1-5) members may participate from each chapter, by registering and following the regulations and requirements as outlined by the North Dakota Securities Commissioner SMG Worldwide coordinator: Diane Kambeitz.

Diane Kambeitz
Stock Market Game Coordinator
State of North Dakota
State Capitol - 5th Floor
600 East Boulevard Ave. Dept. 414
Bismarck, ND 58505-0510
Ph: 701-328-4698
dkambeit@state.nd.us

Participation in SMG Worldwide is free for all North Dakota residents interested in this education experience. Registration payment for participants is provided with the funds from the Securities Protection Fund administered through the Office of the North Dakota Securities Commissioner.

REGULATIONS

Registration, regulations, and procedures are found in materials and forms provided by the SMG Worldwide coordinator at the address listed above.

JUDGING

The five winning teams will be determined by the North Dakota SMG Worldwide coordinator based on the value of their SMG Worldwide portfolio on the date specified.

STATE AWARDS

Up to three awards will be presented at the North Dakota State Leadership Conference from the winners of the fall game only.

NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.

SPORTS MANagements AND MARKETING

The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, they must learn the management and marketing techniques necessary for future success. This event provides recognition for PBL members who possess skill in the basic principles of sports management and marketing.

COMPETENCIES

The written objective test may include questions on the following topics: sport management history, human resource management in sports, law and sports application, facility management, strategic marketing, labor relations in professional sports, ethics, tort liability and risk management, group decision making and problem solving, sponsorships, sport licensing, economics of sports, accounting and budgeting, and financing sports.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

1. Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
2. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils, erasers, and non-graphing calculators.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

STATISTICAL ANALYSIS

The ability to use statistical tools and concepts is an important business skill. This event provides recognition for PBL members who demonstrate knowledge of and the ability to apply common techniques and statistical analysis tools.

COMPETENCIES

The written objective test may include questions regarding the organizing and presenting of statistical data, descriptive statistical analyses, probability distributions, sampling techniques, estimates and inferences, and linear regressions.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURE

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers. Calculators may be used; however, graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are not allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

TELECOMMUNICATIONS

Telecommunications is a rapidly growing field in the business world. This event provides recognition for PBL members who demonstrate knowledge of the field of telecommunications as it affects personal and business relationships.

COMPETENCIES

The written objective test may include questions regarding data transmission including coding, digitizing, and circuits; voice communications; application and impact on society; networks and network design; telecommunications management; ethics; history of telecommunications; standards; and data terminals.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- Participants must furnish their own No. 2 pencils and erasers.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

VISUAL BASIC PROGRAMMING

Programming is an essential career area that supports today's technology-based society. All programming involves the writing of detailed instructions that direct a computer to perform tasks necessary to process data into information. This event recognizes PBL members who have developed an understanding and proficiency in the writing and development of programs in Visual Basic.

COMPETENCIES

The written objective test for Visual Basic programming will consist of items related to menu and arrays; window controls; computer concepts; word functions including sub procedures or subroutines; programming structures: sequence, decision/selection, and repetition; variables; constants; debugging procedures; types of input and output; and graphical user interface.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants arriving late will be allowed only the time remaining in the testing period to complete the test.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- A one-hour written objective test will be administered based on the previously listed competencies.
- The test will be based on the most recent version of the software.
- Participants must furnish their own No. 2 pencils and erasers.
- Calculators may be used; however, no graphing calculators, PDAs (i.e. Palm Pilots), phones, or other memory storage devices are allowed.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

WEB SITE DEVELOPMENT

The ability to communicate ideas and concepts, and to deliver value to customers, using the Internet and related technologies is an important element in a business' success. This event recognizes PBL members who have developed proficiency in the creation and design of Web sites.

COMPETENCIES/2006 STATE AND NATIONAL LEADERSHIP CONFERENCES TOPICS

Participation in this event will allow members to demonstrate proficiency in conceptualizing, designing, and creating Web sites.

The topic to be addressed by the Web site developed for competition at the 2006 State and National Leadership Conferences will be:

You have just been appointed to an economic development committee for your city/town. Design a Web site that is focused on attracting people to your city/town. What makes your city/town special? What does your city/town offer a small business, entrepreneur, or Web-based business? What does your community offer families? What is the economic impact with increased businesses and families in your city/town? (Case information may be totally fictitious)

The Web site should include elements such as page layout, navigational scheme, graphics/multimedia use, site content, and correct business format.

ELIGIBILITY

- For number of individuals/teams each chapter may enter, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Entries must be created by a team of one (1) to three (3) members. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. In the case of a team project, no more than one (1) member may have competed in this event at a previous National Leadership Conference.
- Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURES

1. Entries will be judged according to the rating sheet.
2. An official event entry form must be completed and submitted by the stated deadline. This form will list the following information: chapter name, participants' names, school, city, state, and URL. The entry form can be found in the Forms section of this handbook.
3. This is not a chapter Web site. The topic must be incorporated in the Web site design.
4. The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the postmark date that the Web site address form is due (found in the Forms section). Judging of the Web site will take place before the State Leadership Conference.
5. Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the Web site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately and not documented.
6. The use of templates must be identified at the bottom of the home page.
7. Web sites should be designed to allow for viewing by as many different platforms as possible.

JUDGING

Web sites will be screened to determine if chapters have complied with event eligibility and regulations. Using the rating sheet, a panel of judges selects the winners. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL AWARDS

The first and second place award winning websites are eligible to be entered in this event at the PBL National Leadership Conference.

WEB SITE DEVELOPMENT

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
PAGE LAYOUT AND DESGN					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-3	4-7	8-10	
Format is consistent and appropriate	0	1-2	3-4	5	
Graphic design shows creativity, originality, and supports theme	0	1-3	4-7	8-10	
Site uses innovative technology tools and enhancements effectively (i.e. streaming video/audio; flash; Java script)	0	1-2	3-4	5	
SITE NAVIGATION					
All links are functional	0	1-2	3-4	5	
Links are consistent and support them	0	1-2	3-4	5	
Navigational scheme is logical and effective	0	1-2	3-4	5	
CONTENT					
Effectiveness of site	0	1-5	6-10	11-15	
Theme fully and effectively developed. Solution adequately addresses assigned topic.	0	1-5	6-10	11-15	
TECHNICAL					
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Site is compatible with multiple browsers	0	1-2	3-4	5	
Copyright laws have been followed; permissions are cited on the Web site; and the use of templates must be identified at the bottom of the home page	0	1-3	4-7	8-10	
FINAL SCORE					/100 max

Name(s) _____

School _____

Judge's Signature _____

Judge's Comments:

WORD PROCESSING

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes PBL members who demonstrate that they have acquired word processing proficiency beyond the entry level.

COMPETENCIES

- Participants should be well prepared in the production of all types of business forms, which may include letters, memorandums, tables, reports, statistical reports, and material from rough draft and unarranged copy. Results will be based on mailable copy and the Format Guide.
- In addition, participants will be tested on their understanding and mastery of basic computer concepts, document formatting rules, grammar, punctuation, spelling, and proofreading; and word processing applications.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members either who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

PROCEDURES

- **NOTE:** Both the skills test and the written objective test is to be given in the home school. While this event is conducted at the home school, students participating *must register and be present* at the State Leadership Conference.
- One (1) hour, including printing time, will be allowed for the skill test. This time must run continuously and cannot be administered in multiple sessions. Once the event has begun, the clock may be stopped only for repair of technical problems outside the control of the students being tested. Time should begin immediately following the resolution of the technical challenge and continue with the remaining time. Entries which have been administered in multiple sessions, or that have exceeded the allowed time limit, will be disqualified. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Voice recognition software may be used where appropriate in all skill production tests. The local chapter must provide the software.
- **Format Guide** – A Format Guide has been developed to be used as a guide for all skill events that require word processing of documents. All documents must be prepared according to the style in the Format Guide. If the Format Guide is not followed, the error will be considered a serious error and a deduction of five (5) points will be taken.
- Results will be based on mailable copy and the Format Guide. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability.)
- Participants must recognize the necessity for accurate proofreading.
- The Format Guide will be allowed in the test site.
- Word division manuals and dictionaries may be used as reference materials.
- A one-hour written objective test based on previously listed competencies and basic skills knowledge will be administered at the home school prior to the State Leadership Conference.
- Participants must furnish their own No. 2 pencils and erasers.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.
- Ties in this event will be broken by comparing the performance of the affected members on the last ten questions of the exam.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

PBL STANDARDS OF MAILABILITY

Use for the following competitive events:

Computer Applications

Word Processing

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents. See the Format Guide at the end of this section.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.

- Omission of a non-essential part of a document (e.g. reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document (e.g. date, inside address, etc.)
- Format Guide not followed